CAPITAL REGION WORLD TRADE CENTER
in cooperation with
Pro Consult International, LLC

Present AES*Direct*- AES*PcLink* Certification Workshop

Tuesday, June 28, 2005

8:00am - Registration and Continental Breakfast
8:30am to 12noon - Workshop

Schenectady County Community College

78 Washington Ave., Schenectady, NY

Stockade Building, Computer Lab Room 305

By the end of 2005 it will become mandatory for all exporters to file their Shipper Export Declarations (SEDs) electronically via the Automated Export System (AES). Since October 2003, all commodities on the United States Munitions List (USML) or Commerce Control List (CCL) that currently need an SED are required to be filed electronically. In addition, many air courier services are asking that exporters file their own SED information and no longer accept paper SEDs.

AES*Direct* and AES*PcLink* enable exporters and freight forwarders to file their export declarations electronically, and at no cost, with U.S. Customs via the Internet. However, one must register with AES*Direct* and pass an on-line quiz to become certified to file electronically. This workshop will provide hands-on training to enable you to submit your SEDs electronically to Customs. For those exporters already using AES*Direct*, you may want to train additional people in using AES*Direct* and AESPc*Link*.

The workshop includes an overview of the Automated Export System and AES*Direct*, hands-on PC training, and filing of sample SEDs via AES*Direct* and AES*PcLink*. (You may bring samples of SEDs to be filed for practice.) We conclude the workshop with an on-line Certification Quiz.

Participants should:
1. be familiar with using the PC and an Internet browser
2. be pre-registered with AES*Direct*.
3. have an AES*Direct* username and password prior to attending the training session
4. bring your username and password with you to the session. If your company is already a certified filer, you need only to register for the workshop.

STEP 1- Register for AES*Direct* (For those who do not have an AES*Direct* username and password.)
Log on to **www.aesdirect.gov** and register to receive your user name and password. If you already have received a username and password, <u>do not obtain another</u>. **Please note that once you receive your administrator password, you must log into AES*Direct* again to assign a user password**.

STEP 2- Register for workshop / pre-payment required.
Participation fee is $95 for CRWTC members, $110 for non-members. Space and computer terminals are limited. Log on to **www.crwtc.org** and register. You may use your credit card online or mail a check made payable to CRWTC / GBN and mail to:
78 Washington Ave., Schenectady, NY 12305. Checks must be received by Friday, June 24.
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Directions to SCCC:

- From the **east** via Route 5, State Street, turn left at Washington Avenue in front of the College. Turn right into main parking lot.
- From the **west** (Scotia/Glenville), via Route 5, turn right at the "Schenectady County Community College" exit ramp off the Western Gateway Bridge. Turn left at stop sign into main parking lot.
- From the **west**, via New York State Thruway Exit 26, take I-890 East to Exit 4B- "Erie Boulevard." Stay to the left and follow sign "To Route 5, Scotia." At the traffic light, turn left on to State Street, Route 5 West (Western Gateway Bridge) for 1/4 mile. Take the "Schenectady County Community College" exit ramp on right. At stop sign (Columbus Drive), turn right; at the next stop sign, turn left into main parking lot.
- From **south** and **east**: (If you are driving on the New York State Thruway, stay to the left as you approach Exit 24 and stay on the Thruway. The Thruway changes from I-87 to I-90 at this exit). Take I-90, New York Thruway, to Exit 25, "Schenectady." Take I-890 West to Exit 4C- "To Route 5, Scotia." At the traffic light, turn left on to State Street, Route 5 West (Western Gateway Bridge) for ¼ mile. Take the "Schenectady County Community College" exit ramp on the right. At stop sign (Columbus Drive), turn right; at the next stop sign, turn left into main parking lot.

Contact Phone: (518) 381-1444